



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CHARITABLE GAMING COMPLIANCE OFFICER I

Job Number: 20001902
Job Code: 98800V150416
Job Group: 9800 - LAW
Job Established: 08/16/1994
Job Revised: 04/16/2015

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in the inspection and monitoring of charitable gaming activities to ensure compliance with charitable gaming law (KRS Chapter 238); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as a sworn police officer or investigatory or inspection experience for a federal or state regulatory agency will substitute for the required education on the basis of one year of experience for two years of college. General business or administrative experience will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs physical inspections of charitable gaming facilities to determine compliance with charitable gaming laws and regulations. Checks that gaming license is valid and posted appropriately. Inspects gaming materials and verifies that they are provided by licensed suppliers and manufacturers. Verifies that all employees/workers of the gaming activity are unpaid volunteers as required by law. Observes the gaming activity to ensure that no prohibited gambling activity is taking place on the premises. Monitors inventories of licensees. Investigates complaints of license violations and prepares reports of same. Attends training sessions. Testifies in hearings as a witness. Prepares reports on inspection activities, hours worked, auto mileage, etc. for submission to central office.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Nature of industry requires work on a regular basis on weekends and occasionally on holidays. Extensive automobile travel (including overnight travel) is required throughout an assigned geographic region in the performance of inspections. Job duties will largely be performed during evening hours. There will be regular exposure to secondary tobacco smoke at inspection sites.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.